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**CURRICULUM VITAE**

**Name :** **AGNES**

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**Desired Job:** Waitress

**WAITRESS**

**Objective**

I am a conscientious and a highly organized efficient person with a thorough and precise approach to work which has produced excellent results to date. Able to manage own time effectively and prioritize workload. Experienced at working to tight deadlines and under considerable pressure.

**Personal Details**

* Nationality Ugandan
* Gender Female
* Marital Status Single
* Languages English
* Visa status Visit Visa

**Education History**

DIPLOMA

**Work Experience**

***January 2017 – May/2018*: LAGOON RESORT KAMPALA UGANDA**

**WAITRESS**

**Responsibilities**

* + - * Greet and escort customers to their tables
      * Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
      * Prepare tables by setting up linens, silverware and glasses
      * Inform customers about the day’s specials
      * Offer menu recommendations upon request
      * Up-sell additional products when appropriate
      * Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization
      * Check customers’ IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages
      * Communicate order details to the Kitchen Staff
      * Serve food and drink orders
      * Check dishes and kitchenware for cleanliness and presentation and report any problems
      * Arrange table settings and maintain a tidy dining area
      * Deliver checks and collect bill payments
      * Carry dirty plates, glasses and silverware to kitchen for cleaning
      * Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservations (e.g. parties)
      * Follow all relevant health department regulations
      * Provide excellent customer service to guests

***February 2014 – December/2016* COLLINE HOTEL**

***LAUNDRY WORKER***

**Responsibilities**

* Organized linen carts for washing and drying.
* Oversaw various laundry projects as necessary.
* Cleaned laundry equipment and work areas on a regular basis.
* Assisted with washroom supervision as necessary.
* Loaded dirty linen and other materials into washers and dryers.
* Performed all tasks in accordance with appropriate safety rules and regulations.
* Distributed cleaned linens and textiles to patients and hospital staff.
* Reported equipment malfunctions to supervisor promptly.

**Skills and Attributes**

* **Communication skills:** My work has helped me very much to attain this skill in which I have learnt how to handle and deal and talk to different people through customer care.
* **Interpersonal Skills:** I have skills in relationship building and this is due to interactions with people from different backgrounds.
* **Organizational Skills:** I have gained skills from schools and organizations where I have been working.
* **Team Work:** I have been working and I believe with team work so that the organization can achieve its goals and objectives.
* **Computer Skills:** I have experience in Microsoft Word, Microsoft Excel and Web Access.

**Key Achievements**

* I have acquired interpersonal and problem solution skills that have enabled me to work with other with ease.
* Also working experience and more knowledge from since I left school dealing and overcoming challenges.
* To acquire more knowledge and skills in the challenging hospitality industry.
* To put professionalism and productivity in the line of work as well as providing good services.
* To help expand my acquired knowledge from school to help me achieve my goals.

**Personal Attributes**

* Ability to work automatically, with minimal supervision
* Superb Verbal & written Communication skills
* Mature and professional manner
* Excellent attendance and punctual standard
* Dealing with people's demands